

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced) NPS Standard Position Description Fire Management Program					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date				
a. Office of Personnel Management																																		
b. Department, Agency or Establishment																																		
c. Second Level Review					Fuels Management Specialist					GS					0401					07														
d. First Level Review																																		
e. Recommended by Supervisor or Initiating Office																																		
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment Department of the Interior										c. Third Subdivision																								
a. First Subdivision National Park Service										d. Fourth Subdivision																								
b. Second Subdivision										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature										Date																								
Signature										Date																								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position Forestry Series, GS-460, TS-39, dated 12/79																								
Typed Name and Title of Official Taking Action J. LYNN SMITH HUMAN RESOURCES PROGRAM MANAGER										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
Signature										Date																								
Signature										Date																								
23. Position Review										24. Remarks																								
a. Employee (optional)										Designated as a Statement of Difference to the GS-9 level.																								
b. Supervisor																																		
c. Classifier																																		
25. Description of Major Duties and Responsibilities (See Attached)																																		

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Department of the Interior, FLERT Specialist
This PD has been approved as follows under 5 USC 8336(c) and 8412(d)

☒ Firefighter ☐ Law Enforcement
☐ Primary ☒ Secondary/Administrative ☐ Sec/Supvy
Approval Date January 22, 2003

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management

UNITED STATES DEPARTMENT OF THE INTERIOR

Office of the Secretary
Firefighter/Law Enforcement Retirement Team
300 E. Mallard Drive, Suite 170
Boise, ID 83706-6648

RECEIVED

MAR 28 2003

March 20, 2003

National Park Service

Memorandum

To: Deborah Thompson, Chief, Staffing, Classification, and Pay Policy, National Park Service (NPS), Department of the Interior (DOI)

From: Marilee Pospahala, DOI FF/LE Retirement Specialist

Subject: Approval of Standard Fire Bureau-wide Position Description For Firefighter Retirement

Attached is a copy of the position description and approval for the following Standard-Bureauwide position description:

#408 Fuels Management Specialist, GS-401-07/09
classified: 12/05/2002

The entire PD (with the annotated OF-8's and approval form) should be distributed as the official position description.

These PD's are tracked according to the standard position description number assigned by your office. The standard PD number (408) that appears in Block #14, "Agency Use" on the OF-8 cover sheet also appears on the special retirement approval form.

This number **must be entered in FPPS** in the last three spaces of the position allocation number field on the Position SF-52/50 Information Screen when this or any standard Fire PD is used. By inserting the number in this field, it will appear on the employee's Notification of Personnel Action (SF-50) and eliminate the need for the Servicing Personnel Office (SPO) to submit the position description to the Firefighter and Law Enforcement Retirement Team for a coverage determination.

In addition, since service in this position may affect the employee's retirement benefits, this PD **must** be treated as a permanent record and filed on the RIGHT SIDE of the employee's Official Personnel Folder (OPF).

I have attached general information to use when filling positions covered under the firefighter retirement system and ask that this information be distributed along with this new Standard PD.

If you have any questions, please contact me at (208) 334-1553.


Attachments

cc: Cynthia Steinheimer, APC-Human Resource Franchise, NPS